

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1114
		Original Date	01/10/1984
		Revised Date	07/09/2015
	Department: Social Services Resident Referral Process		

POLICY:

A uniform method of processing resident referrals will be done by the Admission Team which consists of the Director of Nursing, Social Services, Psychologist Specialist and the Superintendent.

PROCEDURE:

1. The Admission Committee will be formed and consist of the following Center staff.
 - A. Superintendent
 - B. Director of Nursing Services
 - C. Social Service Department
 - D. Psychology Specialist
2. All incoming referrals will be received by the Resident Accounts Technician that will submit the admission packets to the Admission Team.
 - A. The standard admission form will be utilized. See the attached Admission Application Forms. (Attachment #1 Involuntary) (Attachment #2 Voluntary)
 - B. The Admission Committee will insure that all information requested in the Admission Packet is available.
 - C. The packet will be routed to the Admission Committee for consideration.
 - D. The packet, with final decision, will be returned to the Resident Accounts Technician. If the decision is to admit the applicant to the facility, the Admission team will make the admission arrangements with the referring agency or person. If the applicant is denied admission or admitted, the Admission Team will notify the referring agency.

- E. The Admission Team will be responsible for maintaining a record of all referrals received and action taken by the committee.
- 3. The Admission Team will notify all departments of the time and date of each new admission as soon as possible. The Medical Records person will prepare the admission records for the nursing staff to have available at time of admission.